



## View and Print a Batch List Report

To view and print a Batch List report, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.



### Application Tip

If you run a search **with** or **without** specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to void a check for by checking the box under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



### Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



### Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*

**Application Tip**

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open or Closed** box under the **Select** column
4. Click **Search**. The *View Batches* page appears.
  5. Click the **Batch ID** hyperlink. The *Batch and Check Details* page appears.
  6. Click **Print Batch List**. The *Batch List Report* page appears.

Under **Export as**,

- Select **Word**, **Excel**, **RTF**, or **PDF**.
- Click **Download**

Or

Click **Print PDF Report**.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Previous** to return to the previous page.
- Click **Cancel** to cancel the transaction. No data will be saved.